

**APPROVED 9/3/2002**

State of Texas  
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series  
Item #

5. Agency  
Item #

6. Records Series Title

7. RETENTION PERIOD  
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

\_\_\_ ORIGINAL SUBMISSION  
\_\_\_ RECERTIFICATION  
\_\_\_ REPLACEMENT PAGE  
\_\_\_ ADDENDUM PAGE

817 - OFFICE OF GOVERNMENTAL RELATIONS

1.1	1306	LEGISLATIVE CONTACT INFORMATION	2		2	O		E		
1.1.007	5791	ADMINISTRATIVE CORRESPONDENCE	3		3	O	R	P	X	
1.1.008	5796	CORRESPONDENCE - GENERAL	1		1	O		O		PAPER, ELECTRONIC
1.1.025	1305	LEGISLATIVE BRIEFING BOOK	US+3		US+3	O	R	O	X	PAPER, ELECTRONIC
1.1.057	804	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.067	6	LEGISLATIVE SUMMARY REPORTS	3		3	O	R	O		PAPER, ELECTRONIC
3.1.001	5794	APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED	2		2	O		P		CONTAINS SOME CONFIDENTIAL INFORMATION
3.1.014	5792	EMPLOYMENT SELECTION RECORDS	2		2	O		P	X	MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.019	5795	PERFORMANCE APPRAISALS/JOURNALS	2		2	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	811	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P		MAY CONTAIN CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.4.007	5793	TIME OFF & SICK LEAVE REQUESTS	FE+3		FE+3	O		O		PAPER, ELECTRONIC
5.3	3700	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4	O		P		

RETENTION CODES (Field 7)

\* - All Audit Requirements Will Be Met  
AC - After Closed, Terminated, Completed, Expired, Settled  
AV - As Long As Administratively Valuable  
CE - Calendar Year End  
FE - Fiscal Year End  
LA - Life of Asset  
MO - Months  
PM - Permanent  
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper  
M - Microfilm  
C - Computer Print-Out  
E - Electronic  
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State  
I - Retain in Agency  
R - Review by State  
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record  
C - Confidential

VITAL CODES (Field 11)

Indicate with an X